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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer
FROM : Executive Assistant Director, OCD.
SUBJECT: Revision of the OCD Table of Organization.

DATE: 10 October 1949
[Signature]

Ref. A: Memo. from Management Office through Assistant Director, OCD, to the Executive, dated 14 September 1949, Subject: Records Management Program for CIA.

1. In accordance with the CIA Records Management Program outlined in Reference A and subsequently approved by the Executive, representatives of the Management Staff and OCD have re-examined the organization, position, and grade requirements of the Archives Branch, CIA Library. It is believed that the duties required can be accomplished without increase in the Table of Organization for the Library Division, but certain changes in organizational structure and in types and level of position will be required.

2. The following organizational changes are recommended:

a. That the Archives Branch, CIA Library; be designated as the Records Management Branch, CIA Library, OCD.

b. That the Document Processing Section (formerly the Information Distribution Section), Top Secret Section, and the Records and Files Section (formerly the Administrative Records Section) (in keeping with common usage) be reconstituted as a branch and renamed the Central Records Branch.

c. That the Records and Files Section has added responsibilities as follows:

(1) Maintenance of stocks of CIA-produced intelligence and information reports classified below Top Secret, and making supplemental distribution of copies as authorized.

(2) Operation of records storage areas, including a Records Center and Archives for records of limited need or enduring value which may eventually be offered for transfer to the National Archives.

3. To implement the Records Management Program and provide for the inactive records storage operations, it is requested that the Table of Organization for the CIA Library be revised as follows:

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 1 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S SECRET JUST. 12
NEXT REV DATE 89 REV DATE 4.5.77 REVIEWER 3.29.3 TYPE DOC. 023
NO. PGS 26 CREATION DATE _____ ORG COMP 201 OPI _____ ORG CLASS 5
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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by phone
program

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a. Records Management Branch

- (1) Records Management Officer
- (1) Asst. (Records Management Analyst)
- (1) Microfilm Analyst
- (2) Records Management Analyst
- (1) Records Management Analyst
- (1) Secretary

CAF-13
CAF-12
CAF-11
CAF-9
CAF-7
CAF-4

(To be allocated at CAF-9 pending classification desk audit)

b. Central Records Branch

- (1) Chief - (Formerly Chief, IDD)

CAF-11

Same

Document Processing Section

- (1) Head - (Formerly Assistant Chief, IDD)
(Present T/O of IDD consisting of
Processing Section
Distribution Section
Incoming and Dispatch Section)

CAF-8

Top Secret Section

- (1) Head
- (1) Clerk
- (2) Clerk

CAF-9-1
CAF-5
CAF-4

(To be allocated at CAF-9 pending classification desk audit)

Records and Files Section

- (1) Head
- (1) Records Center Head
- (1) Clerk (current records)
- (2) Records ~~Officer~~ Clerk (non-current)
- (1) Supplemental Distribution Clerk
- (1) Clerk Typist

CAF-7
CAF-5
CAF-4
CAF-4
CAF-4
CAF-3



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Attachment A: Brief description of the duties of the proposed Records Management Branch, CIA Library.

Attachment B: Brief description of the duties of the proposed Records and Files Section, Central Records Branch, CIA Library.

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Attachment A: Brief description of the duties of the proposed
Records Management ~~Staff~~ ^{Officer Branch} CIA Library.

1. CAF-13 - CIA Records ~~Administrator~~ or Chief, Records Management Division

Job title: Organization and Methods Examiner (Records
Management Officer)

Is responsible for the development and implementation of the Records Management Program in all portions of the Central Intelligence Agency, both headquarters and field. Defines the scope of portions of the program and secures agreement of various offices served as to the manner of implementing the program throughout the divergent activities of each office. Develops and secures agreements on policies and procedures for conduct of phases of the Records Management Program. Serves as the CIA Archivist and as the CIA Liaison with the National Archives. Advises on the development of procedures for the downgrading of classified documents.

2. CAF-12 - Assistant Chief

Job title: Organization and Methods Examiner (Records
Management Officer)

Serves as full assistant to the Records Administrator, acting for him in his absence. Is responsible for developing or assisting in the development of broad programs for the management of records on an agency-wide basis. Devises means for the implementation of policies and programs for records management. Conducts major records management analyses. Develops and conducts training courses for records analysts and records officers. Establishes policies and procedures for the operation of the CIA Archives to preserve records of enduring value and of the Records Center for the care and disposal of records having value for a limited period.

3. CAF-11 - Microfilm Analyst

Job title: Organization and Methods Examiner (Records
Management Analyst)

Responsible for determination of the need for microfilming projects throughout CIA to provide: (a) for security of vital and permanently valuable documents, (b) for reduction in the costs and increase in the speed of processing documents, and (c) for reduction of costs of storage of documents. Develops systems and procedures for microfilming projects including arrangement and indexing of documents and provides technical advice on the care of photographic records to insure that all such records are properly preserved to serve the requirements of future research.

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4. CAF-9 - Records Analyst

Job title: Organization and Methods Examiner (Records Management Analyst)

Responsible for planning and developing procedures for specific aspects of the records management program. Concerns himself with current records management matters including the development of filing systems, standards for and proper use of filing equipment and supplies and procedures for the operation of offices of record, and suggests modifications of procedures which would promote efficiency in the preparation of records. Makes current records management surveys. Develops and conducts training courses for records officers and clerks. Directs and assists in the installation of revised records systems and procedures.

5. CAF-9 - Records Analyst

Job title: Organization and Methods Examiner (Records Management Analyst)

Responsible for planning and developing procedures for specific aspects of the records management program. Concerns himself with non-current records problems. Develops procedures for the inventorying of records and devises necessary control records for the systematic handling of semiactive and inactive records in the CIA Archives and Records Center. Conducts records management analyses to determine the value of file series, to eliminate unnecessary duplication of files, to suggest modifications of procedures which would promote efficiency in the preparation of records, and to develop records retention and disposal schedules and disposal lists for the reduction of volume of records stored. Conducts researches in the CIA Archives and Records Center and directs searches in the National Archives or other records organizations. Gives technical or professional archival guidance to clerks in the arrangement of documents and other duties in the CIA Archives and Records Center.

6. CAF-7 - Records Analyst

Job title: Organization and Methods Examiner (Records Management Analyst)

Assists analysts of higher grade in conducting records management surveys of all types. Works independently in simpler assignments and on phases of larger assignments. Is responsible for devising specific procedures to be followed. Assists in the organization of files and in the conduct of researches as necessary.

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7. CAF-4 - Secretary

Serves as secretary to Division Chief and Assistant Chief. Performs general clerical duties for the Division, including keeping of personnel and property records and maintenance of necessary files of forms, records surveys, report and working papers.

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Attachment B: Brief description of the duties of the proposed ~~Central~~
Records Section, Information Distribution Branch, OCD
and Files

1. CAF-7 - Head

Job title: Records ~~Officer~~ Assistant

Is responsible for the central control of all interagency administrative records and for intra-agency records concerning major matters of policy and procedure. Develops procedures for the receipt, recording, filing, use, and dispatch of current administrative records. Serves as the office of record for the Director of Central Intelligence, for the executive offices of the Director, and for records covering policy and major matters of procedure for Assistant Directors of Offices and Staff Chiefs.

Directs the operations of a CIA Records Center and Archives. Receives and makes supplemental distributions of all CIA-produced intelligence reports classified below Top Secret. Receives and makes supplemental distributions of all CIA administrative issuances.

2. CAF-5 - Records Center, Head

Job title: Records ~~Officer~~ Clerk

Operates the CIA Records Center containing all semiactive and inactive records of value for a limited period, and the CIA Archives for inactive records of permanent value. Is responsible for the preparation of necessary control records for the systematic arrangement and storage of valuable records and of copies of documents for subsequent distribution. Directs and assists in the work of segregating and destroying records as directed by the Records Management Staff.

3. CAF-4 - Records ~~Officer~~ Clerk

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Job title: Records ~~Officer~~ Clerk

Perform the routines within the Records Center and Archives of receipt, recording, arranging, labelling, and packaging of non-current documents and records. Destroy records as directed. Direct laborers in handling records coming into, leaving, or rearranged within storage areas. Assist records personnel in any office of CIA, on assignment, in arranging records to facilitate use and eventual retirement.

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4. CAF-4 - Clerk (Current Records) ☐

Job title: Clerk

Perform routines of receipt, recording, dispatch, and filing of administrative records of current value. Make searches in files for documents requested. Segregate non-current records for storage. Maintain files of indexes. Assist in preparing control records.

5. CAF-4 - Supplemental Distribution Clerk

Job title: Clerk

Responsible for all steps in the control of copies of intelligence or information reports, including receipt, maintenance of complete inventory records, arranging for filing, filing of information reports and the "limited stock" collection of finished intelligence reports, searching for copies as requested, making authorized distributions, and directing the disposal of stocks no longer required.

6. CAF-3 - Clerk-Typist

Job title: Clerk-Typist

Performs general typing and clerical duties. Types index cards, records disposal forms, and inventory records.

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